CCLA
GOOD INVESTMENT

Sell/transfer units form

Important information

Please read before completing this form.

- One form should be used per transaction.
- You should send all pages of this form:
  - By post to **CCLA, PO Box 12892, Dunmow, Essex CM6 9DL**

  OR
  - By email (PDF only) to **cclaclientservices@fnztaservices.com**
  - This mailbox will automatically upload the PDF for processing.
  - Any additional information contained in the body of the email will not be read or processed. If you have any additional information about the instruction that is not on the completed form, please send your email and PDF to our Client Services Team at **clientservices@ccla.co.uk** who will be happy to assist.
  - Email may only be used where an email instructions authority is in place.
  - This form must not be sent by post if it has already been sent by email.
- Please do not reuse this form. CCLA forms are available on our website. Please download the latest version when making any transaction or amendment.

If you have any questions about this form or would like to discuss any additional support needs please call our Client Services Team on freephone **0800 022 3505**. Please note that telephone calls are recorded.

There may be a delay in the transaction if you do not email or post the instruction to the email/postal address listed above. Please note that CCLA does not accept responsibility for any delays, costs or losses that may be incurred if the form is not emailed/posted to the correct address.

Today's date (dd/mm/yyyy)

Please tick which COIF Charity Fund and unit class you wish to sell/transfer units from:

- ☐ Investment Fund Income Units
- ☐ Investment Fund Accumulation Units
- ☐ Global Equity Fund Income Units
- ☐ Global Equity Fund Accumulation Units
- ☐ Ethical Investment Fund Income Units
- ☐ Ethical Investment Fund Accumulation Units
- ☐ Property Fund Income Units*
- ☐ Short Duration Bond Fund Income Units
- ☐ Short Duration Bond Fund Accumulation Units

Charity name

Your CCLA account number

CO

Reason for transaction

Value | Number of units | Please tick to close account

£ **OR** **OR**

Value in words

OR Number of units in words

Please tick one option

1 ☐ **Please send payment to the nominated bank account**

2 ☐ **Transfer units/proceeds to the following COIF Charity Fund account in the charity's name**

Charity name

Your CCLA account number

CO

The transaction(s) will be processed as detailed in the appropriate fund's Scheme Particulars.

Declaration (applicable if option 2 has been selected above)

I/We have read, understood and retained the fund's Key Information Document, Approach to Sustainability document (consumer-facing disclosure) and Scheme Particulars.

Authorised signature(s)

This form must be signed in accordance with the current mandate.

Full name

Daytime telephone number

Full name

Daytime telephone number

Dealing in the COIF Charity Funds (*with the exception of the COIF Charities Property Fund) takes place on each business day. Your written instructions to deal must be received by 11.59am on a dealing day. All instructions received after this time will be held until the following dealing day.

*COIF Charities Property Fund dealing takes place on the last business day of each month. Your written instructions to deal will be accepted on any business day. Redemption requests for the COIF Charities Property Fund are currently subject to a notice period of six months and will be processed as detailed in the fund's Scheme Particulars.

Contract note(s) confirming the transaction(s) will be sent to the correspondent.

CCLA
The Zig Zag Building
70 Victoria Street
London SW1E 6SQ

CCLA
BECAUSE GOOD IS BETTER

Freephone **0800 022 3505**
clientservices@ccla.co.uk
www.ccla.co.uk

CCLA Fund Managers Limited (registered in England & Wales No. 8735639, at The Zig Zag Building, 70 Victoria Street, London SW1E 6SQ) is part of the Jupiter Group, and regulated by the Financial Conduct Authority and is the manager of the COIF Charity Funds (registered charity Nos. 218873, 803610, 1046249, 1093084, 1121433 and 1132054). Under the UK Money Market Fund Regulation, the COIF Charities Deposit Fund is categorised as a short-term LVNAV Money Market Fund.

Data Protection Legislation: CCLA is a data controller and will hold relevant personal details which have been supplied to the Manager for the purposes of fulfilling its obligations to clients. Data will be stored by CCLA and treated as confidential. CCLA will not provide details to any other party except where necessary to fulfill the service obligations described, or where required by law. Full details of CCLA's Privacy Notice are available on CCLA's website. Full details of CCLA's Data Protection Policy are available on request.

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